



FMSO MECH PA MECHANICSBURG PA PA
HUMAN RESOURCE SERVICE CENTER - NORTHEAST
*** V A C A N C Y A N N O U N C E M E N T ***

POSITION: SUPV INFO TECHN SPEC, GS-2210-15	ANNOUNCEMENT: MEC-01-0225
LOCATION: FMSO MECHANICSBURG PA CODE 931	OPENING DATE: 29 NOVEMBER 2001
SALARY:	CLOSING DATE: 13 DECEMBER 2001
AREA OF CONSIDERATION: FEDERAL WIDE, ICTAP ELIGIBLES WITHIN THE HARRISBURG COMMUTING AREA	
WHO MAY APPLY: Appointable candidates <u>within the area of consideration</u> who meet all requirements for this position as of the announcement's closing date. Appointable means career or career-conditional employees, VEOA eligibles and reassignments applicants will be considered.	

INQUIRIES: Diane Sessoms, HRSC-NE, (215) 408-5196 or DSN 243-5196

TYPE OF APPOINTMENT: Permanent , Fulltime

DUTIES OF THE POSITION: The incumbent performs independently, and without prior consultation with the Director, all of the duties and responsibilities inherent in managing the Department to include those described herein. Because of the frequent unavailability of the Director, the incumbent is recognized by all levels as sharing full authority with, and maintaining an interchangeable status with the Director. Decision-making and recommendation responsibilities are wide, varied, and have extensive impact throughout the Department of the Navy. The incumbent continually seeks and obtains support and acceptance of concepts, plans, and decisions from managers within FMSO and from higher authority. Daily decisions are required to assess and adjust workload priorities, project/program emphasis, personnel distribution, resources allocation, organization structure, personnel responsibilities, etc. The incumbent has responsibility and authority, co-equal with the Director, to plan, direct, control, evaluate, and redefine objectives for departmental functions consisting of acceptance/rejection and prioritization of all projects/workload from all sources. Conducts advance planning for all department functions; implementation of department managed IS/IT systems/projects/functions at user activities; standards and methods for department managers; standards and methods for department non-supervisory employees; training of personnel; application of quality assurance, project control and monitoring of progress; conformance to Command Software Process Improvement policies and procedures; and enforcement of performance standards. The incumbent supervises a professional staff including GS-14 Division Directors and GS-13 Branch Heads. The majority of the mission oriented non-supervisory work is at the GS-12/13 level. The incumbent reviews/approves all personnel actions and performs the normal administrative and supervisory duties of evaluating personnel performance, resolving personnel problems, selecting personnel, and developing and training subordinate staff. The incumbent's decisions on most are normally final and subject to no further review. The incumbent provides advice and technical assistance to the FMSO Command, to COMNAVSUPSYSCOM, and to user or system proponent activities. The incumbent is a member of the FMSO Board of Directors, which consists of department heads and selected key civilians within the FMSO organization, and meets with the Commanding Officer to discuss problems of management and administration that pertain to the entire Command. The incumbent is a primary participant in the identification and resolution of Command problems, and is recognized by all levels within the Command as one of the principal

Command advisors. The incumbent, either independently or in coordination with subordinate managers, participates extensively in studies leading to the extension of systems to a broad range of activities. Participation involves the independent conduct or the direction of extensive feasibility, capability, and cost effective reviews which will prove the benefit of such actions.

Knowledge Required by the Position

The incumbent must possess a mastery of principles, concepts, methods, and practices related to the management of the organization's IS/IT and IS/IT support resources in order to develop and interpret policies, procedures, and strategies needed to deliver mission-oriented IS/IT programs, systems, and related support.

The incumbent must possess extraordinary management, administrative, and communications skills. The incumbent must be able to effectively present new ideas and obtain support for changes to existing procedures through cooperation with associates, management, and higher authority. The incumbent must be knowledgeable of Federal and Navy EEO, and other administrative policies and procedures.

KNOWLEDGE SKILLS AND ABILITIES:

1. Ability to Supervise. What experience/training have you had as a supervisor, manager, administrator, project leader/manager, team leader or staff planner, which demonstrates your ability/potential to effectively accomplish the supervisory, administrative and functional responsibilities of this position.
2. Knowledge of and Commitment to EEO principles. Explain your participation in EEO, either internal (Federal Government) or external (community, civic, etc.) Have you received awards for your efforts? Have you contributed to planning for or execution of upward mobility, handicapped, disabled veterans' employment, career development or cross series training programs?

QUALIFICATION REQUIREMENTS: Applicants must meet the following qualification requirements and all regulatory requirements of the Office of Personnel Management (OPM) Qualifications Standards Operating Manual; one year of specialized experience equivalent to the GS-14 level. **Specialized experience** is experience that has equipped the applicant with the knowledges, skills and abilities to successfully

TIME IN GRADE: Applicants must have served at least 52 weeks at the GS-14 or higher in the Federal Civilian Service.

SPECIAL REQUIREMENTS: The Incumbent of this position is required to file a confidential Financial Disclosure Report (Office of Government Ethics Form 450). Also, required to travel up to 25% or more.

NOTES: PCS IS NOT AUTHORIZED.

EVALUATION METHOD: Resumes will be rated by an automated system (Resumix) that matches the skills extracted from the candidate's resume to the skills identified by the Selecting Official for the position. In addition, basic qualification requirements (i.e., time in grade, education, area of consideration, specialized experience, etc.) must be met to determine the qualified candidates referred to the Selecting Official. Your experience, training and education will be evaluated accordingly based upon the specific requirements of the position to be filled and identified under this announcement. Candidates whose current or previous permanent position is at the same grade level, or a higher grade level than, the announced position (or its target), and who meet the qualification requirements will be referred to the Selecting Official as Non-competitive candidates.

DISPLACED FEDERAL EMPLOYEES: Priority Placement/Consideration Programs (i.e, PPP, RPL) - This position is subject to mandatory consideration and placement programs. Individuals who have special priority selection rights under the Interagency Career Transition Assistant Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. ICTAP eligibles will be considered well qualified if skills identified in applicant's resume match 100% of key skills identified by Selecting Official. Upon request, Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible.

HOW TO APPLY: You must submit a TYPED RESUME and the HRSC Northeast Additional Data Sheet. To prepare your resume, follow the guidelines provided in the Job Application Information for Civilian Positions (Job Kit). To obtain the Job Kit, you may access our website at www.donhr.navy.mil or contact your local personnel office. **Faxed resumes will not be accepted.** Failure to submit all information, any required forms and the Additional Data Sheet may result in loss of consideration for this vacancy and could prevent your resume from being placed in our database for future vacancies. Resumes will expire one (1) year from the date of receipt in the HRSC-NE office. Resumes and Application Express Requests (Self-Nomination) must be received no later than the closing date of this announcement.

TO USE THE NAVY ONLINE RESUME BUILDER (preferred method): Access our website at www.donhr.navy.mil click on "TAKE ME TO THE RESUME BUILDER" button located at the bottom of this announcement. Using this method will ensure that your resume is submitted in the proper format.

TO REUSE YOUR CURRENT RESUME: Be sure that you have a (Resumix) resume on file with the HRSC-NE. Access our website at www.donhr.navy.mil Click on "APPLICATION EXPRESS" button located at the bottom of this announcement; **OR** obtain an Application Express form from your local personnel office or the HRSC-NE.

TO E-MAIL RESUME: Email to wantajob@ne.hroc.navy.mil . **Do not send the resume as an attachment in your e-mail.** Follow these instructions: (1) Prepare your resume and save as a ".txt" file then cut and paste your resume into the body of the e-mail message. (2) Answer the questions provided on the Additional Data Sheet and include them as the last page of your resume (this will not count toward the 5-page limit). Be sure to identify the announcement number(s) on the first line of your resume (3) Type "RESUME- (your first and last name)" in the subject line of your e-mail. **Only upon request**, send any required supporting documentation to the HRSC-NE.

TO MAIL RESUME & ADDITIONAL DATA SHEET: Mail to: HRSC-NE, Customer Focus Division, **Attn: RESUMIX**, 111 South Independence Mall East, Philadelphia, PA 19106-2598. **Only upon request**, send any required supporting documentation to the HRSC-NE.

NOTE: Resumes and all supporting documentation become the property of the Department of the Navy and will not be returned or copied. All extraneous documents **not specifically requested** will not be used. The filing of job applications is considered to be a personal matter by OPM, not official government business. Use of postage paid official envelopes is a violation of OPM and postal regulations.

NON-MERIT FACTORS: Consideration will be given to all candidates without regard to race, color, creed, sex, sexual orientation, age, national origin, religion, marital status, political affiliation, physical disability, or membership or non-membership in employee organizations and shall not be based on any criteria not job related, including favoritism or personal relationship.

Supervisors are responsible for printing and routing/distributing all messages posted to the HR MECH INFO Bulletin Board to all of their employees who do not have access to electronic mail in their workplace. In addition, personnel responsible for posting items to official bulletin boards are responsible for printing a copy of this JOA and posting this JOA to the Bulletin Board as soon as possible in accordance with article 32, Section 5 of the Negotiated Agreement with AFGE.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at 215-408-5251 (DSN 243-5251) to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

The Department of the Navy is an Equal Employment Opportunity Employer